

SECTION 5

APPOINTMENT TO THE SERVICE

5-1. Manner of Filling Vacancies. Except as herein otherwise provided, all vacancies in the Public Safety Service shall be filled by re-employment or appointment from candidates certified by the Human Resources Director from an appropriate eligible list, if available. If an eligible list cannot be created due to the lack of eligible persons, provisional appointments may be permitted in accordance with these Rules.

5-2. Certification of Eligibles for Appointment. If the Hiring Authority desires to fill one or more vacancies existing in the Public Safety Service, the Hiring Authority shall notify the Human Resources Director who shall promptly furnish to the Hiring Authority the names of the candidates certified by the Human Resources Director as eligible for appointment to the vacancy.

5-3. Order of Certification. Names shall be certified by the Human Resources Director to the Hiring Authority in the following order:

- a. Names of persons who have been placed on a Department re-employment list for the class in accordance with these Rules and who are available for re-employment. Persons on re-employment lists shall maintain their status for two (2) years.
- b. Names of persons on a competitive eligible list for the position.

5-4. Number of Names Certified. If a position is to be filled, the Human Resources Director shall, as soon as possible, certify to the Hiring Authority the names of:

- a. Twenty (20) persons, if the position to be filled is entry level; or
- b. Seven (7) persons, if the position to be filled is other than entry level.

Persons certified as above shall have the highest standing in the eligible list but a lesser number may be certified if the required number is not on the eligible list. If more than one position is available in the same Department, the Human Resources Director shall also certify to the Hiring Authority one additional name for each additional position to be filled. All persons not appointed shall be restored to their relative positions on the eligible list. All persons who have been on the eligible list for two (2) years without appointment shall be removed from the list and may be returned to it only upon regular examination.

5-5. Procedure When Insufficient Names are Certified. If fewer names than the number required by the above procedure are certified by the Human Resources Director, the Hiring Authority may fill the vacancies from the short list, or may return the short list and request the Human Resources Director to proceed to recruit new candidates, prepare a new eligible list, and to certify a full list of names as required herein.

5-6. Appointment. After interview and any investigation deemed necessary, the Hiring

Authority may make appointments from among those certified, and shall immediately notify the Human Resources Director of the candidate or candidates appointed.

If a candidate fails to present himself/herself for interview or duty at the time and place directed, he/she shall be deemed to have declined the appointment.

The Hiring Authority may appoint any eligible candidate from the names certified by the Human Resources Director regardless of the relative ranking on the eligible list.

5-6.1. Fire Department Prior Service Credit. A newly appointed firefighter may be given time in grade credit for previous similar fire service at the rate of one year credit for each three years of prior qualified service. This credit shall be determined by the Hiring Authority in consultation with the Human Resources Director and will become effective on the newly appointed employee's date of hire.

A newly appointed paramedic may be given time in grade credit for similar previous paramedic service at the rate of one year credit for each year of qualified service, up to a maximum of five (5) years. This credit shall be determined by the Hiring Authority in consultation with the Human Resources Director and will become effective on the newly appointed employee's date of hire.

5-6.2. Police Department Prior Service Credit. Effective July 1, 2002. In order to attract and hire experienced police officers, the new employee may be given time in grade credit for previous civilian law enforcement service, at the rate of 1 year credit for each year of qualified service, up to a maximum of 5 years.

The credit shall be determined by the Hiring Authority in consultation by the Human Resources Director and will become effective on the new employee's date of hire.

5-7. Provisional and Temporary Appointment. If fewer than the number of eligible names required to fill a vacancy or vacancies are available for the lists specified in Section 5-3, the provisional appointment of a candidate meeting the employment standards for the position may be made by the Hiring Authority. The Human Resources Director shall immediately proceed to establish a list of qualified persons and shall, as soon as practical, and without action on the part of the Hiring Authority, certify a list containing the required number of names from the resulting register. The provisional appointment shall terminate within ten (10) days after the new list is certified to the Hiring Authority. A provisional appointment may not extend beyond six (6) months in duration, unless the Human Resources Director extends the provisional appointment for successive periods of not more than thirty (30) days each.

5-8. Temporary Appointments. A temporary appointment to a position for a term of not more than three (3) months may be made in the same manner as a provisional appointment.

5-9. Emergency Appointments. To meet the immediate requirements of any emergency

condition which threatens public life, safety, health, welfare, or property, the Hiring Authority or authorized representative may employ such persons as may be needed for the duration of the emergency without regard to these Rules affecting appointments. As soon as emergency conditions permit, such appointments shall be reported to the Human Resources Director.

5-10. Seasonal Employees. Employees in positions of employment of a recurring seasonal nature shall be employed for the season only, and shall have no right to re-employment in succeeding seasons. The examination for such positions shall be as practical as possible and may consist only of an interview and physical examination.

5-11. Appointments to Vacancies. In addition to the methods for filling vacancies in the Public Safety Service prescribed in the foregoing provisions of this Section 5, the Hiring Authority may, based on medical or psychological grounds, fill a vacancy with an existing member of the Public Safety Service if such member is otherwise qualified for that vacancy.